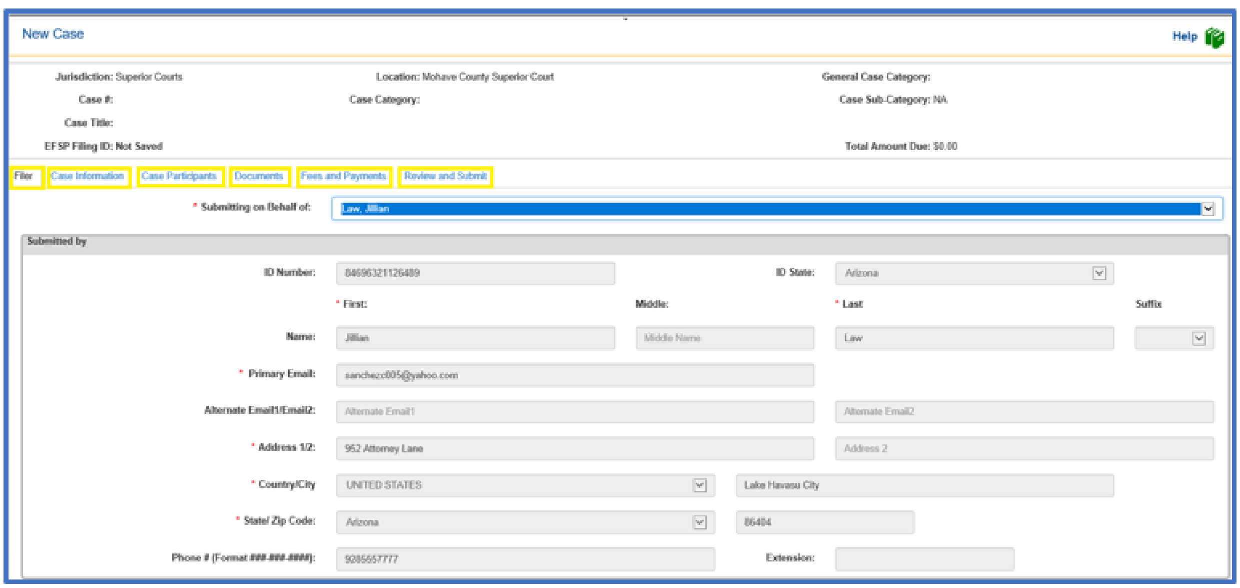
How to File Into an Existing Case

Filing into an Existing Case

The **E-Filing Map** page is presented to get the user started.

1. Choose the **Court** jurisdiction and indicate that you are filing into an **Existing Case**. This is also referred to as a subsequent filing or subsequent submission. To file a document in an existing case, the full case number assigned by the court must be known. If a case number cannot be validated, contact the AOC Support Center for assistance.

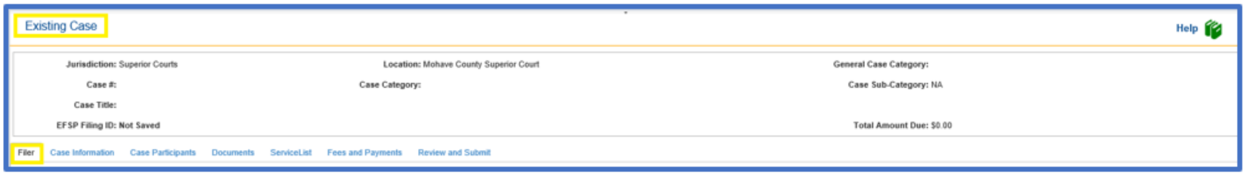
2. File into an existing case by completing the five tabbed sections: Case Information, Case Participants, Documents, Fees and Payments, and Review and Submit. Fields marked with a red asterisk (*) are required.



Please DO NOT navigate using the browser buttons. Navigating back and forth using your browser buttons can result in problems with the submission that will not be seen by the user. This can result in the submission failing to be delivered to the court. The user will be provided the opportunity to review and edit any information on the **Review and Submit** tab. From the **Review and Submit** tab users can select **'REVISE'** which will return them to the tab where edits can be made.

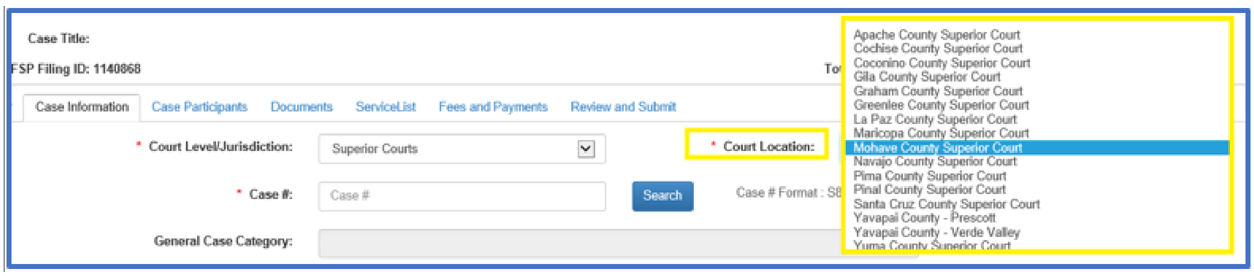
Filer Tab

The **Filer Tab** contains information about the registered users and will be sent to the court to be recorded as the filer. If you are an assistant to an attorney, you must select the attorney you are filing on behalf of on this tab.



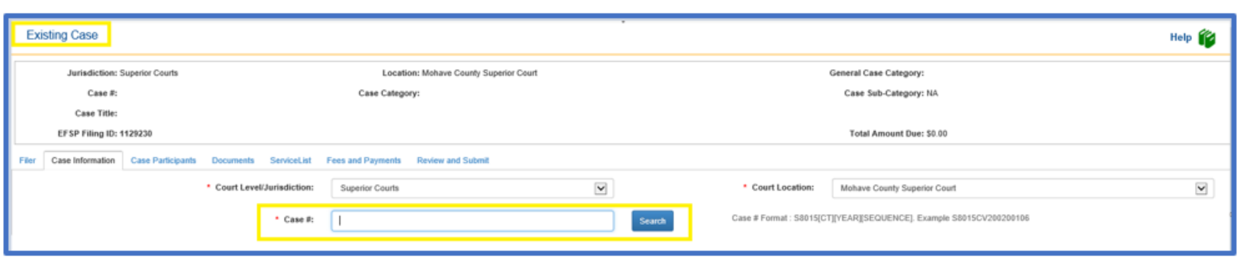
Case Information Tab

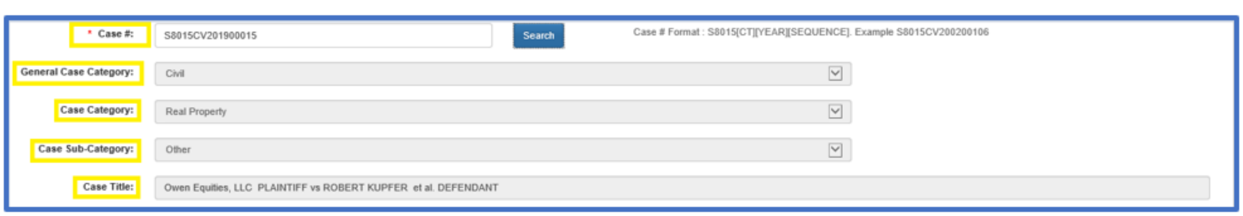
1. **Court Level/Jurisdiction** and **Court Location** are pre-populated depending on what was entered on the **Map** screen. If this is incorrect, it may be changed by choosing the correct information from the dropdown menus.



2. Type a valid **Case Number** in the **Case #** field and click **Search**.
   a. If the case number is valid, the application will display details about the case. This information cannot be edited by the filer.

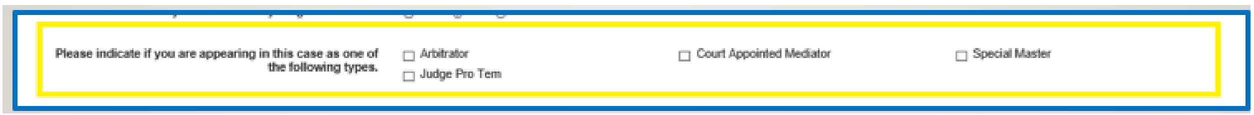
   b. If the case cannot be validated an error message will appear and the user will need to re-enter a valid case number. If the user is still unable to validate the case number, contact the AOC Support Center for assistance.





3. Indicate if this is the user's first time filing any documents into this case. (option is defaulted to 'no')

4. Indicate if the user is appearing as one of the role types listed (Arbitrator, Court Appointed Mediator, Special Master or Judge Pro Tem).



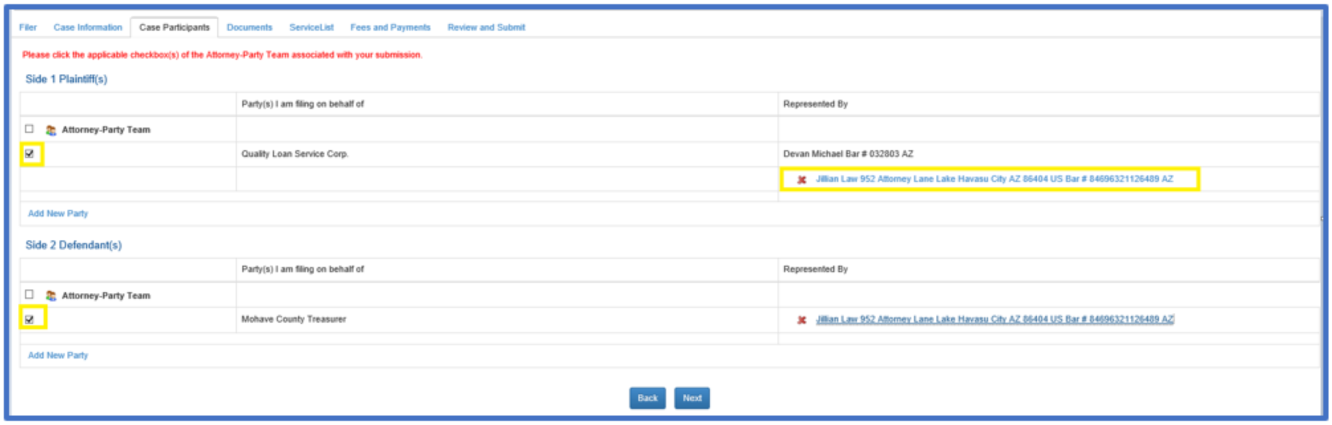
5. Enter your reference number, if applicable. This number will not appear on any documents and is intended for users to track client matter numbers.

6. Click the next button. The application will then display the Case Participants Tab.

   Note: If the user indicated they were appearing as one of the following role types: Arbitrator, Court Appointed Mediator, Special Master or as a Judge Pro Tem, the **Case Participants** Tab and the **Fees and Payments** Tab will not be shown. The special role types listed do not associate with a specific party nor do they pay fees.

Case Participants Tab

The **Case Participants Tab** varies per case type. The application returns case participants based on information contained in the court's case management system. If you believe any of the information returned to be incorrect, please contact the AOC Support Center.



1. Selecting a Party
   a. Select the party the user is representing, or yourself from the list of case participants by selecting the bottom box next to the party name. Multiple parties may be selected.
   b. Juvenile Parties: The juvenile's name will not be listed as a party on the case participants tab. The name of the attorney who is representing the juvenile will display in the 'Party I am filing on behalf of' column and should be selected by the attorney. If an attorney is filing on behalf of a minor for the first time or the attorney's name is not listed contact AOC Support Center.

2. Attorney Display
   a. Once a party is selected, if the user is an attorney, their name will appear in the Represented By column. The name in this column will be added to the official court record as an attorney for the party, so please make sure the user is filing as an attorney and not law firm staff, administrator or another non-attorney user.

3. Adding a New Party
   a. If the user needs to add a new party, the user must click "Add New Party" and enter the party's information to the Add Case Participant screen including selecting the appropriate role type from the drop-down menu.

Available Party Roles that can be Added in eFiling

Case Type	Role Type
Civil	• Intervenor • Plaintiff • 3rd Party Defendant
Criminal	NONE
Juvenile	NONE
Family	• Defendant • Guardian Ad Litem • Intervenor • Interested Party • Mediator

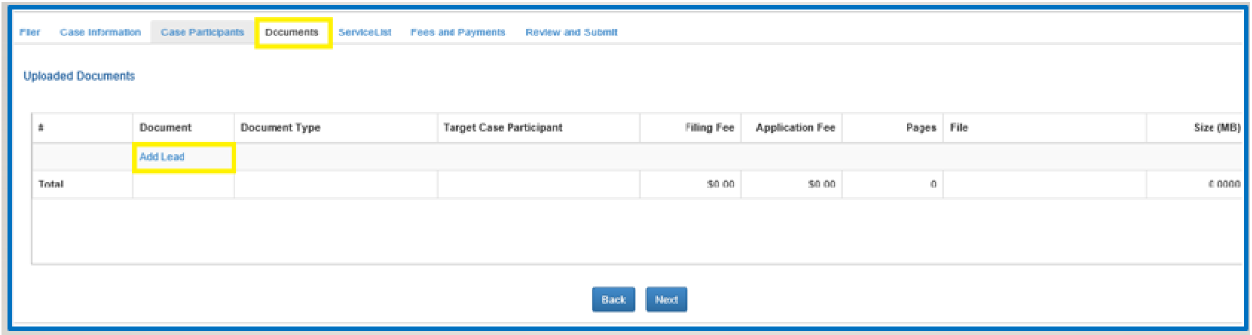
Case Type	Role Type
	• Plaintiff • Petitioner • 3rd Party Plaintiff • Respondent
Probate	• Conservator • Fiduciary • Demandant • Interested Party • Claimant • Objector/Respondent • Petitioner • Personal Representative • Special Administrator
Guardianship	• Protected Person • Court Appointed Investigator • Guardian • Guardian Ad Litem • Incapacitated Person • Interested Party • Objector/Respondent • Petitioner • Ward

Documents Tab

Attaching Documents to the Submission

Documents are attached in the same manner as in a case initiation submission as either a **Lead** document or a **Connected** document. Lead documents are those that require a file stamp while connected documents do not. For example, a Motion to Continue would be attached as a lead document and the proposed order would be attached as a connected document. Another example is the Complaint would be a lead document and any attachments/exhibits would be attached as a connected document(s).

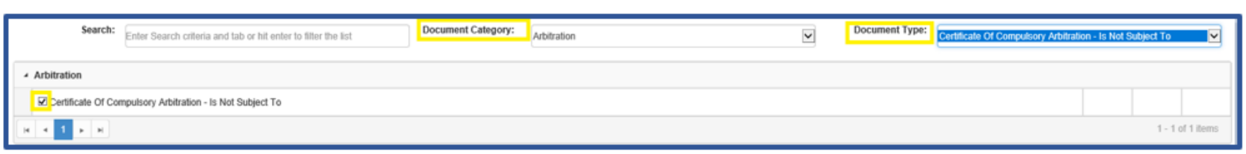
1. Click the **Add Lead** link.



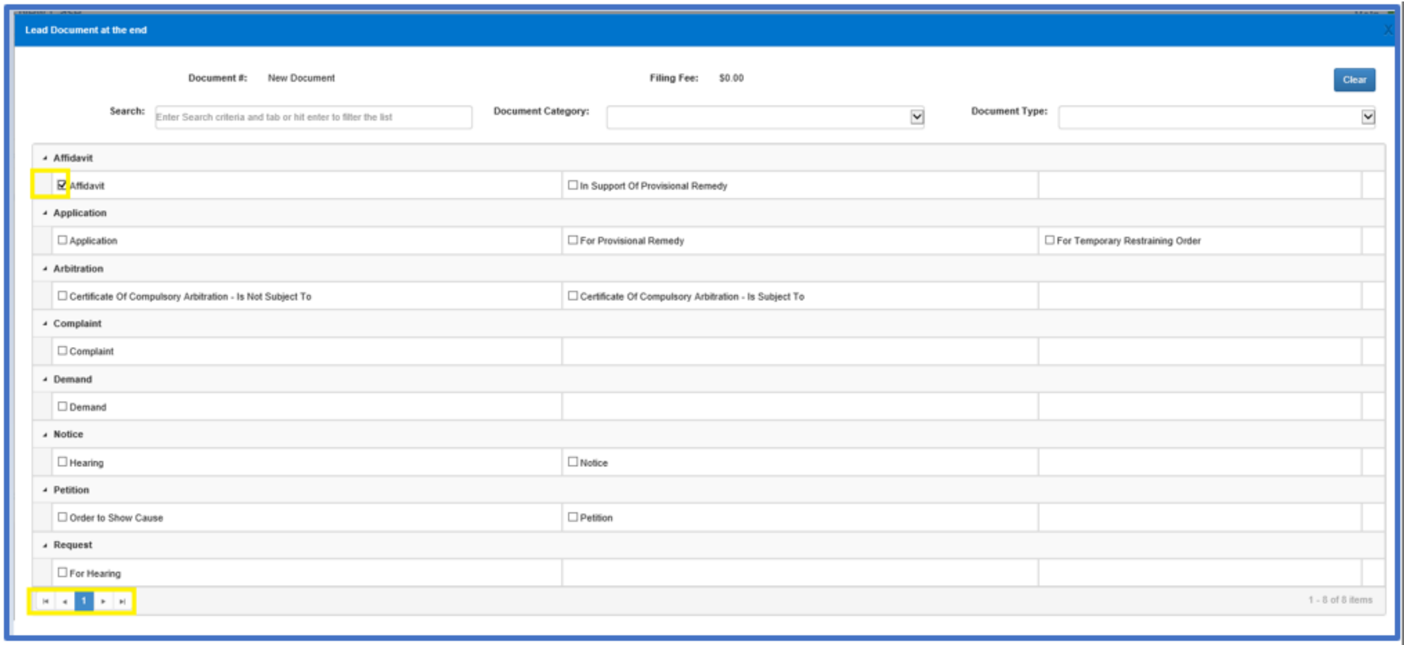
2. On the **Lead Document** screen, there are three ways to find and select a document.

   a. **Search** box: (this is the most efficient way to find a document category)
      i. Enter the document type you are submitting (Complaint, Notice, etc.) and click "enter" on the computer keyboard.
      ii. A list of all documents containing the specific text you entered will appear.
      iii. Check the box on the grid next to the document type that most closely matches the document being submitted.

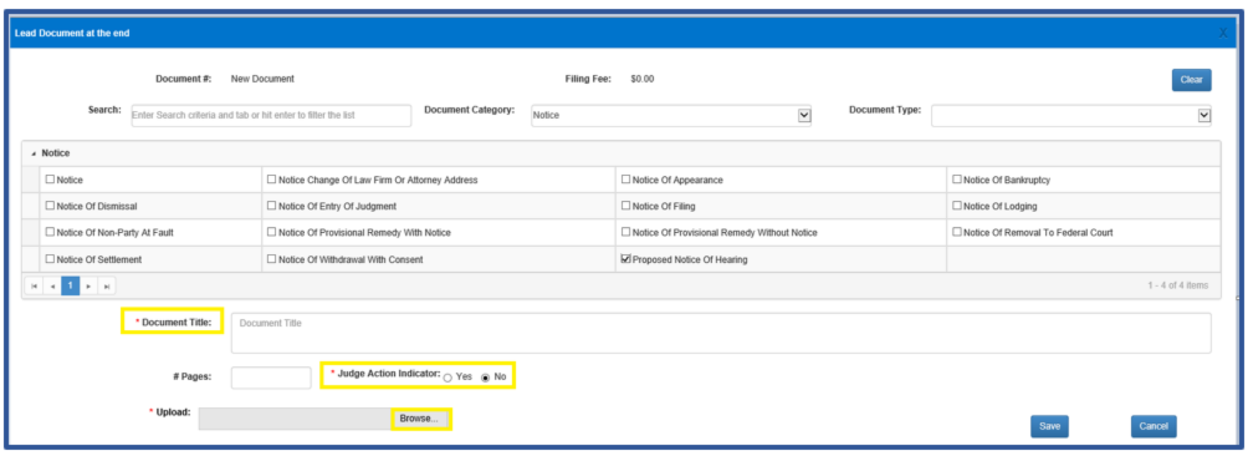
   b. **Document Category/Document Type drop-down menus:**
      i. Click on the dropdown next to **Document Category** and choose the document category that most closely matches the document being submitted.
      ii. Once the Document Category has been selected, click on the dropdown next to Document Type and choose the document type that most closely matches the document being submitted.
      iii. Check the box on the grid next to the document type.



c. **Grid Search:**
   i. Scroll or arrow through the document grid to find the document type that matches the document being submitted.
   ii. Check the box on the grid next to the document type.

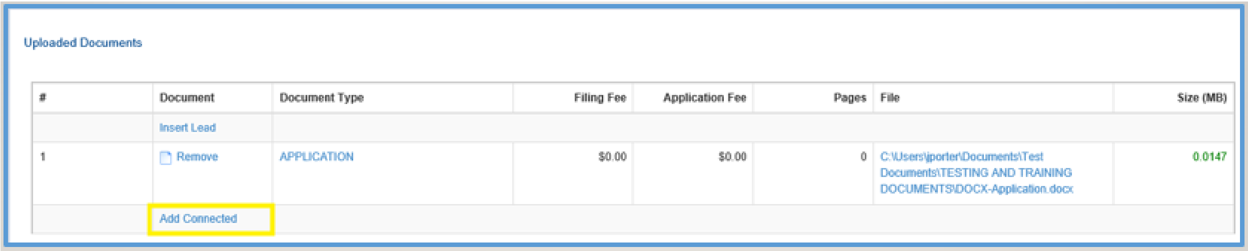


3. Once the **Document Type** has been selected, enter the title of user's document. **Note**: This should be the caption of the document. Click **Browse** and upload the document from the user's computer or network.



Note: User may enter the number of pages, but it must be exact. It is not recommended to enter a page count.

4. Pima County only: **Judge Action Indicator** option is available for any case type if judicial review is needed.
5. Click **Save**.
6. The document upload screen will automatically close and the user will be returned to the Documents Tab where the file will appear in the table.
7. If the user wishes to attach exhibits or a proposed document, click the **Add Connected** link and follow steps 2-3 outlined above.
   Proposed documents MUST be submitted in an editable format (.DOCX or .ODT).



Uploaded Documents

#	Document	Document Type	Filing Fee	Application Fee	Pages	File	Size (MB)
	Insert Lead						
1	Remove	APPLICATION	$0.00	$0.00	0	C:\Users\jporter\Documents\Test Documents\TESTING AND TRAINING DOCUMENTS\DOCX-Application.docx	0.0147
	Add Connected						

8. Click **Save**.
9. Continue adding documents following steps 1-7.
10. Documents cannot be any larger than 9.5 MB.
11. Submissions cannot exceed a total of 100MB.

Document View List

As documents are loaded, they are viewable on the **Uploaded Documents** screen.

1. To change the document title or replace the document, click on the document title hyperlink in the **Document Type** Column.

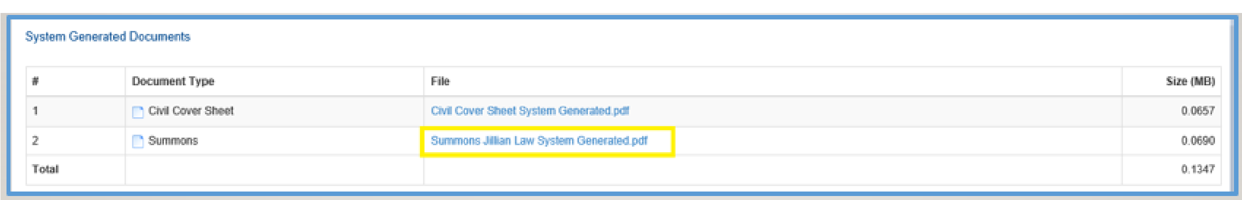
#	Document	Document Type	Filing Fee	Application Fee	Pages	File	Size (MB)
	Insert Lead						
1	Remove	APPLICATION	$0.00	$0.00	0	C:\Users\jporter\Documents\Test Documents\TESTING AND TRAINING DOCUMENTS\DOCX-Application.docx	0.0147
	Add Connected						
	Insert Lead						

2. To remove a document, click **Remove** link and the document will be removed to allow the uploading of a new document.
3. A green bar will appear in the size column while the document is uploading and once the upload has completed the actual file size will appear.

System Generated Documents

If the submission you are creating resulted in a document being generated by the application, they are shown in the **System Generated Documents** section.

1. To view a system generated document, click on the document title in the **File** column.



System Generated Documents

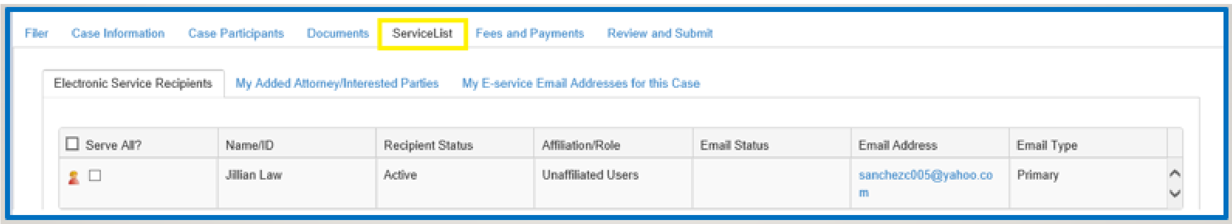
#	Document Type	File	Size (MB)
1	Civil Cover Sheet	Civil Cover Sheet System Generated.pdf	0.0657
2	Summons	Summons Jillian Law System Generated.pdf	0.0690
Total			0.1347

2. The document has not been accepted by the clerk, so no file or issuance stamp will appear.

3. The user is not able to edit system generated documents. If there are errors, the information must be changed in the application. For example, if the defendant's name is incorrectly spelled on the summons, return to the Case Participants Tab and edit the name there.
4. Click the **Next** button. The application will then display the **Fees and Payments** Tab.

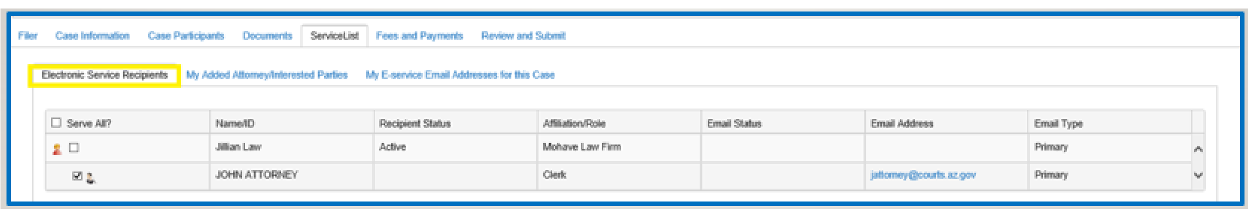
Service List

The **Service List Tab** provides the ability to electronically deliver (email) document to recipients. This feature is optional.



The **Electronic Service Recipients** Tab displays any parties that have electronically filed into the case and any party the e-filer has previously added from the **My Attorney/Interested Parties** Tab.

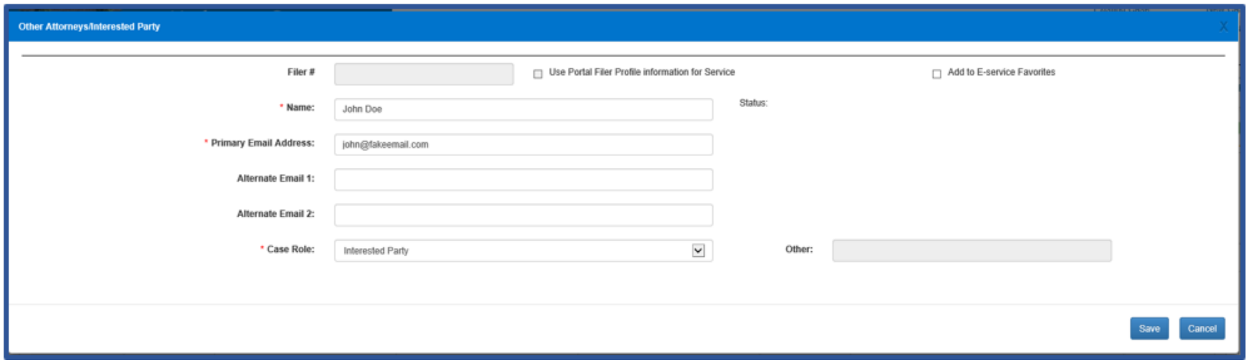
1. If a user wants to serve all parties listed, click **Serve All**. Otherwise, put a check in the box next to each name you wish to serve.



The application provides a user the opportunity to create a list of people that should be eServed for a specific case. This list will be available in the **My Added Attorney/Interested Parties Tab** for any future submissions made into the case.

1. To add recipients, click the **My Added Attorney/Interested Parties** Tab and then **Add Other Attorney/Interested Party**.

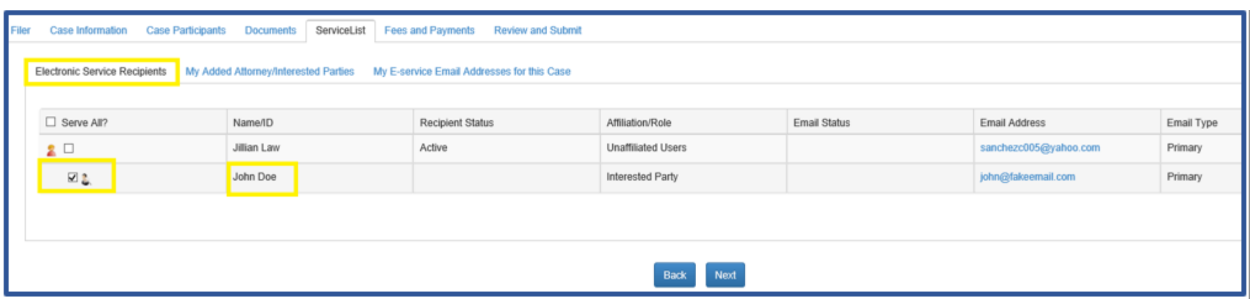
2. Fill out the required information. The Filer # and Use Portal Filer Profile Information are not available for use.



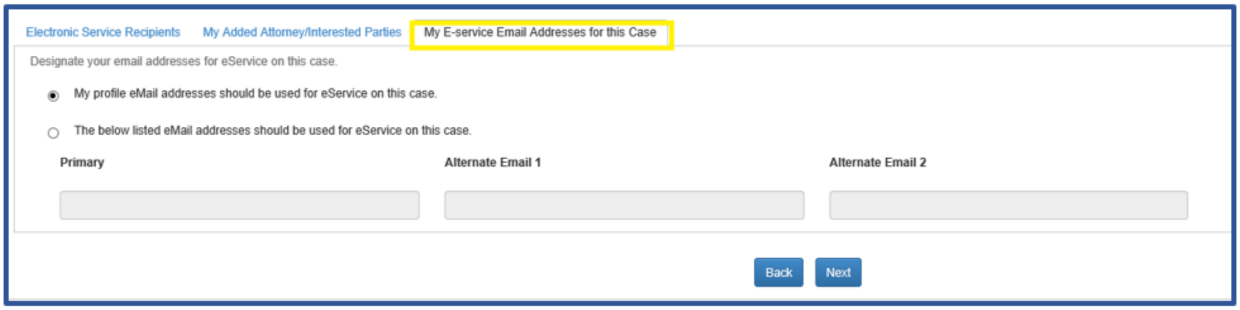
3. Click **Save**.

4. The newly added recipient will appear in the **Electronic Service Recipients** and the **My Added Attorney/Interested Parties Tab** and will be present for all future submissions into the case.

5. Click the Electronic Service Recipients Tab to see the newly added recipient appear with a check mark next to the name. To add additional recipients, follow steps 1-3.



The **My E-Service Email Addresses for this Case Tab** allows the user to designate their email address for eService on this case.



Fees and Payments Tab

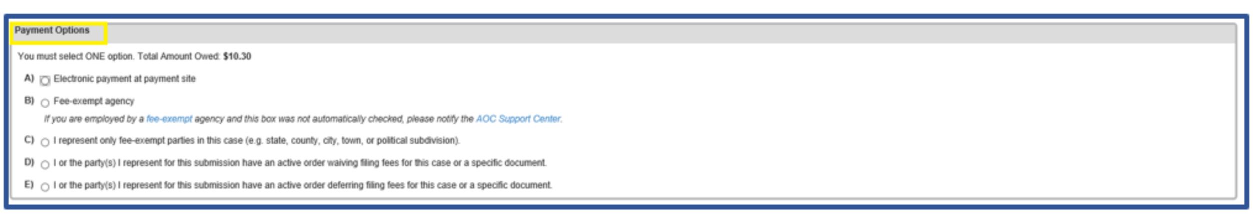
This tab lists all the attached and system generated documents along with their corresponding filing and application fees, if any.

#	Description	Filing Fee	Application Fee
1	APPLICATION	$0.00	$6.50
2	eService Fee	$0.00	$3.80
	Total	$0.00	$10.30

Payment Options

The filer must select a payment option from the options below:

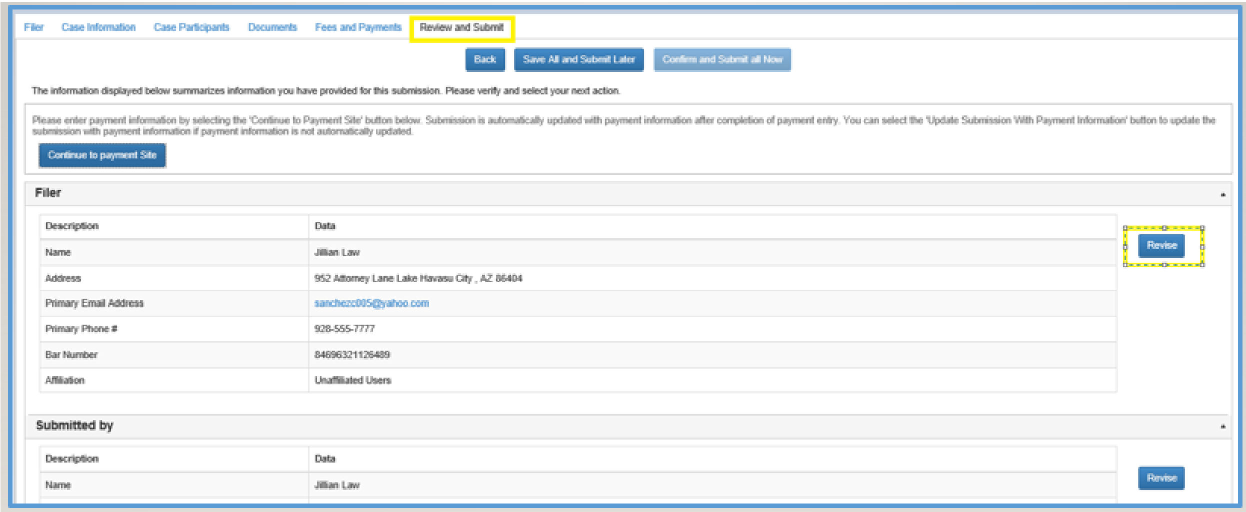
1. If the party is required to pay fees, click the radio button **A** next to **Electronic payment at payment site**.
2. Only choose options **B or C** if the user or party is either a fee-exempt agency OR they represent parties that are fee exempt.
3. Choose **D or E** if the party has an active order from the court waiving or deferring filing fees in the case.
4. If the user chooses **B, C, D, or E** in error, the clerk will mark the submission as deficient and it will have to be re-filed. Application fees are non-refundable.
5. Click the **Next** button. The application displays the Review and Submit page.



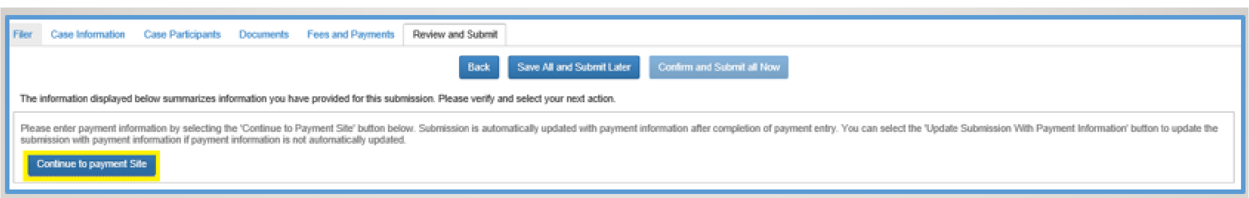
Review and Submit Tab

The Review and Submit Tab shows all the information that was entered on each tab.

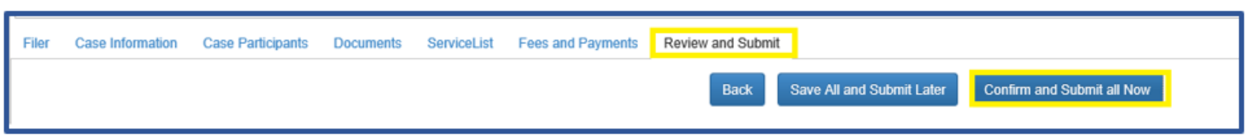
1. Corrections can be made by clicking **Revise** for the appropriate section. This will redirect you to the applicable tab where you can edit the information. Once edited, select next on each tab to return to the **Review and Submit** Tab.



2. Once you have verified that all information is correct, click the **Continue to Payment Site** button. The application will then route user to the payment provider page.

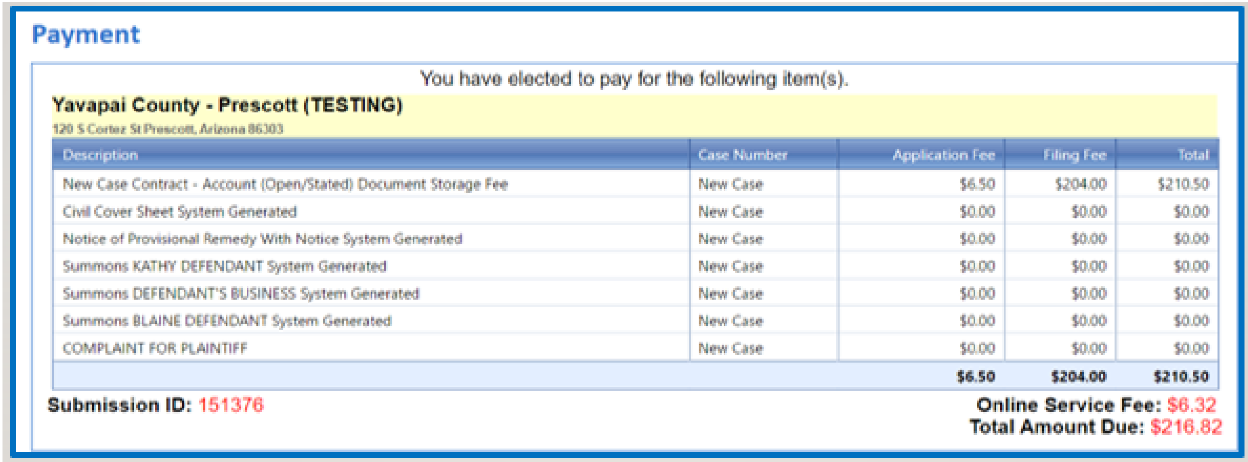


3. If a filing party is exempt from any fees being charged, click the **Confirm and Submit all Now** button.



Paying for a Submission

The payment provider, **nCourt**, lists the name and address of the court being submitted into, the documents and corresponding fees, and total amount due. The 3% **Online Service Fee** is also added at this time.


Payment

You have elected to pay for the following item(s).

Yavapai County - Prescott (TESTING)
120 S Cortez St Prescott, Arizona 86303

Description	Case Number	Application Fee	Filing Fee	Total
New Case Contract - Account (Open/Stated) Document Storage Fee	New Case	$6.50	$204.00	$210.50
Civil Cover Sheet System Generated	New Case	$0.00	$0.00	$0.00
Notice of Provisional Remedy With Notice System Generated	New Case	$0.00	$0.00	$0.00
Summons KATHY DEFENDANT System Generated	New Case	$0.00	$0.00	$0.00
Summons DEFENDANT'S BUSINESS System Generated	New Case	$0.00	$0.00	$0.00
Summons BLAINE DEFENDANT System Generated	New Case	$0.00	$0.00	$0.00
COMPLAINT FOR PLAINTIFF	New Case	$0.00	$0.00	$0.00
		$6.50	**$204.00**	**$210.50**

Submission ID: 151376

Online Service Fee: $6.32
Total Amount Due: $216.82

Once all the payment information has been entered, click **Submit Payment**.

1. Once the user clicks **Submit Payment**, the application takes them to the **Filing Received Confirmation** screen where they will see the **Status** and **Submission Date and Time**.
2. The application will send a receipt via email to the address attached to the registered user for the submission.
3. A **Submission ID #** is assigned and is different from the EFSP # assigned when first creating the submission. Please make note and reference this additional number when calling the AOC Support Center.
4. The application will check the submission for errors and while doing so the status will change to **Validating Filing**.
5. After the validation process is complete, the submission is sent to the court and the status will change to **Pending Filing**. This means the submission is with the clerk for processing and the documents/case have been successfully submitted to the court.
6. Once the clerk accepts the submission and makes it part of the official court record, the status will change to **Filed**.
7. To view the status or content of a submission at any time before clerk acceptance, go to **MY FILINGS** located on the **Banner** in the top right corner of the screen.
8. To view the status or content of a submission AFTER clerk acceptance, go to **MY CASES** located on the **Banner** in the top right corner of the screen.

Notification Email Messages

The application will send two email notifications to the email address associated with the registered user's account. Do not reply to the notification; it was sent from an unmonitored email account.

1. A **Submission Confirmation** email
2. A **Processing Complete** email

Submission Confirmation email

The **Submission Confirmation** email is confirmation that the submission has been delivered to the Clerk's Office and contains the Submission number. Use the Submission number to follow the progress of the submission through the clerk review process.

Processing Complete Email Notification

After the court has performed a review of the document(s), a notification will be sent that the processing of the submission is complete, and if accepted the documents are now part of the court record.

Processing Completed for Filing # 1548066

N noreplydevqa@courts.az.gov
To

Once the clerk has accepted the submission (made it part of the court record) or has rejected the submission, the application will send a **Processing Completed for Filing # XXXXXXX** email message to the user. This email contains:

1. The EFSP Filing ID and the EFM Submission ID.
2. Payment information to include payment method, amount, and receipt number.
3. Case Information to include Case Title, Documents and Matter #.
4. Status of Accepted or Deficient (Rejected).
5. Reason for deficiency.

Example of an Accepted Submission

Processing Completed for Filing # 1548067

N noreplydevqa@courts.az.gov
To

Dear [redacted]

This email verifies the processing of your Submission # **1548067** with the Superior Court in Mohave County .

Status:	**Accepted**
Filing Date/Time:	01/11/2021 04:34:33 PM
Case #:	S8015CV201900015
Case Title:	Owen Equities, LLC PLAINTIFF vs ROBERT KUPFER et al. DEFENDANT
Matter #:	
Total Filing Fee:	$318.00
Total Application Fee:	$6.50
eService Fee:	$3.80
3% Payment Processing Fee:	$9.85
Total Fee:	$338.15
Paid By:	Electronic payment at payment site
Total Paid:	$338.15
Receipt #:	84073539011953299
EFSP Filing ID:	80023
EFM Submission ID:	1548067

Example of a Deficient (Rejected) Submission

[redacted] Processing Completed for Filing # 1546675

[redacted]

You replied to this message on 4/6/2021 8:43 AM.

Dear [redacted]

This email verifies the processing of your Submission # **1546675** with the Superior Court in Yavapai County .

Status:	**Deficient**
Filing Date/Time:	04/09/2020 11:55:30 AM
Clerk Case #:	P1300CV201900200
Case Title:	Daniel Stanton vs Moritz Wienke
Matter #:	
Total Filing Fee:	$0.00
Total Application Fee:	$0.00
eService Fee:	$0.00
3% Payment Processing Fee:	$0.00
Total Fee:	$0.00
Paid By:	No payment required
Total Paid:	$0.00
Receipt #:	EXEMPT,StateAgency
EFSP Filing ID:	78013
EFM Submission ID:	1546675

Documents

#	Document Type	Status	Filing Date	Not Docketed Reason	Your Attachment
1	Notice	Not Docketed		INCORRECT FORMATTING - The formatting of this document is incorrect	DOCX-Notice.docx